

CLASSIFICATION SPECIFICATION FOR: FACILITIES COORDINATOR

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, plans and assists in the performance of a variety of semiskilled and skilled tasks in connection with building maintenance and building security.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform a variety of skilled maintenance tasks involving basic plumbing, carpentry, electrical, welding, and painting.
2. Make minor repair and contact contractors where significant malfunctions occur.
3. Check for proper operation of the central heating and cooling system.
4. Plan, assign and coordinate the repair, maintenance and construction of public facilities and buildings and other activities.
5. Receive and process work requests from other departments.
6. Evaluate and generate work assignment projects as needed to satisfy requests.
7. Perform routine building inspections.
8. Evaluate conditions, then generate work assignments as needed to maintain building in serviceable condition, open and secure facilities.
9. Maintain an inventory of tools and materials, and provide for their repair and restocking.
10. Maintain time, material and cost records.
11. Assist in the preparation and administration of program budget.
12. Order materials and supplies as necessary.
13. Administer outside contracts as necessary.
14. Work extended or irregular hours in the performance of emergency work.
15. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of the twelfth grade or equivalent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Wide variety of public facilities.
- Safe work practices and rules governing them.
- Estimation of materials needs for construction projects.
- Modern building maintenance and repair techniques.
- Principles of budgeting related to facility maintenance.
- Principles and practices of ADA as it pertains to facilities.
- Methods and techniques of contract negotiation and administration.
- Pertinent federal, state and local laws, codes and regulations.
- Competitive bidding process and related procedures.

Ability to:

- Coordinate and direct the work of others.
- Read and interpret construction plans and specifications.
- Make accurate estimates concerning job materials.
- Maintain accurate records and prepare reports.
- Perform rotating shift assignments.
- Work in inclement weather.
- Work extended or irregular hours.
- Understand and follow verbal and written instructions.
- Maintain effective working relationship with other Town personnel, suppliers and the public.
- Utilize a variety of trades skills and hand and power tools.
- Communicate clearly and concisely, both orally and in writing.
- Inspect facilities for maintenance needs and recommend modifications.
- Maintain accurate records and prepare reports.
- Effectively and safely perform physical labor.
- Lift a minimum of 60 pounds.
- Possession of a current valid California Class B driver's license.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Operate a personal computer
- Completion of apprentice program

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Field and office environment, travel from site to site for inspection of Town facilities, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the AFSCME, Local 101.

#